



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 5216.2B
B 07-1
3 Jul 01

BATTALION ORDER 5216.2B

From: Commanding Officer
To: Distribution List

Subj: AUTHORITY TO SIGN "BY DIRECTION" ON CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5D
(b) MCO P5215.1H

1. Situation. To provide policy and guidance for signing correspondence in the name of the Commanding Officer, Headquarters and Service Battalion.

2. Cancellation. BnO 5216.2A

3. Mission.

a. The Commanding Officer, Headquarters and Service Battalion will sign all official correspondence listed below:

(1) To higher authority relating to mission, general efficiency of the Battalion, or which establishes or changes policy.

(2) Replies to or endorsements to correspondence signed by a general or flag officer.

(3) Replies to members of Congress and responses to congressional or special interest correspondence.

(4) Any correspondence that directly or by inference, censures a subordinate unit.

(5) Any correspondence that requests exemption from any Battalion or annual training requirement.

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b. When there is doubt as to who should sign certain correspondence, refer the correspondence to the Battalion Adjutant.

4. Execution.

a. Individuals assigned to the following billets are authorized to sign official correspondence "By direction" of the Commanding Officer.

Executive Officer
Adjutant
S-1 Admin Chief
S-2/S-3 Officer
S-3A Officer
S-4 Officer
Officer in Charge, Consolidated Administration
Legal Officer
Supply Officer

b. Battalion staff officers will ensure that correspondence signed "By direction" are prepared in the proper formats utilizing references (a) and (b). Forward a copy of all "By direction" correspondence to the Battalion S-1 Officer daily for inclusion in the "By direction" folder.

5. Command and Signal. This order is effective the date signed.

R. BARRY CRONIN

DISTRIBUTION: A